

Corrective Action Plan

Facility: Black Hills Children Home

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Licensing Rule 67:42:08:03. Staff-child ratio. Child care staff must be employed to maintain daily living conditions for all children in care. There must be at least one staff member to supervise each 6 children or fraction thereof during waking hours whenever children are present. During sleeping hours, there must be at least one staff member present and awake in each separate sleeping unit to supervise children, but not less than one staff member for each 12 children or fraction thereof in the building. There must be a minimum of two adults on the grounds at all times. Additional child care staff must be on call. A list of the staff members on call must be posted by the facility's telephone in case of an emergency. The facility must have a written plan to ensure that staff, law enforcement, or appropriate emergency responders are available at the center within a reasonable time in the event of an emergency. Arrangements must be made for employing substitute staff to serve children in emergencies, during vacations or illness of regular staff, and during the time when regular staff is off duty. Auxiliary staff members, such as certified special education teachers, mental health professionals, and physical or occupational therapists, must be provided according to the defined purposes of the center.

The department may require a higher adult-child ratio if on-site visits indicate a need for more supervision to maintain control and discipline.

Issue Identified: Black Hills Children's Home (BHCH) had a policy in place to ensure staff, law enforcement, or appropriate emergency responders are available at the center within a reasonable time in the event of an emergency. On February 3, 2019 a child ran away from the BHCH and BHCH staff failed to execute the plan to ensure the safety of the child. Please submit a plan to Child Protection Services which will ensure the following:

1. If a child runs from a staff member and visual contact is lost, 911 must be called immediately and the facility plan must clearly identify who is responsible for the calling 911.
2. The plan must clearly identify staff on campus who are responsible for executing the emergency plan and the steps to for staff to follow in executing the emergency plan.
3. All BHCH staff must be trained on the emergency plan and demonstrate their ability to execute the plan in an emergency through documented review of the emergency plan by each staff, documentation of training provided to all staff and through emergency drills to demonstration staff are able to carry out the plan.

Date follow up needed: 30 Days

Corrective Action Plan (Attach documents as needed):

Date Submitted:

Date Corrective Action Plan Accepted:

Date Corrective Action Plan Implemented:

Date Corrective Action Plan Implemented:

Date of Monitoring Activities:

Date Corrective Action Plan Successfully Implemented:

Licensing Rule 67:42:08:05. Treatment plan. The facility shall develop a written treatment plan for each child in care within 14 days after the date of admission. The development of the treatment plan must involve the child in care; the facility staff working with the child, including members of the treatment team required by 42 C.F.R. § 441.156, effective October 1, 2007; the placement agency; and if appropriate, the parent or guardian. The treatment plan must be signed by each of the individuals involved in development of the plan and, in addition to the requirements contained in 42 C.F.R. § 441.155, must include an assessment of the child's needs and strength; treatment goals for the child and the child's family with an integrated program of therapies, activities, and experiences designed to meet the goals; projected times for achieving the stated goals; the projected length of stay; the conditions under which the child will be discharged; and a discharge plan that meets the requirements of § 67:42:15:12.

Licensing Rule 67:42:08:07. Review and evaluation of treatment plan. A case record must be maintained on each child according to § 67:42:01:21. The facility must secure the records against loss, tampering, or unauthorized use.

When the 30-day review of the child's treatment plan is complete, a progress report must be sent to the child's placement agency. The facility shall send a copy of the monthly report to the child's parent or guardian if the parent or guardian was involved in the child's placement or is actively involved in treatment planning. At least once every three months the treatment plan must be updated. The updated treatment plan must include the progress made toward achieving the goals in the previous plan and any amendments made to the plan. When complete, a copy of the plan

amendments must be sent to the child's placement agency and the parent, if applicable. During the month of the quarterly review, the 30-day progress report may be incorporated into the quarterly review and treatment plan amendment.

Issue Identified:

Black Hills Children's Home (BHCH) had a treatment plan in place with an assessment of the child's needs and an integrated program of therapies, activities, and experiences designed to meet the child's treatment goals. On February 3, 2019 a child ran away from the facility. Based on the behaviors of the child, identified BHCH staff did not provide the level of supervision required to ensure the safety of the child. Please submit a plan to ensure all staff are knowledgeable of each child's treatment plan and can and will provide the appropriate level of supervision required of the child. The plan must clearly identify how the execution of the treatment plan will be monitored to ensure the treatment plan is updated as behaviors change or become more severe and how the level of supervision of the child will be addressed with staff to ensure supervision levels are appropriate and followed.

Date follow up needed: 30 Days

Corrective Action Plan (Attach documents as needed):

[Redacted area for Corrective Action Plan]

Date Submitted: [Redacted]

Date Corrective Action Plan Accepted: [Redacted]

Date Corrective Action Plan Implemented: [Redacted]

Date of Monitoring Activities: [Redacted]

Date Corrective Action Plan Successfully Implemented: [Redacted]

Licensing Rule 67:42:08:04. Orientation and in-service training. Orientation and in-service training must be provided according to § 67:42:07:04, except each direct child care staff member in a residential treatment center shall participate in a minimum of 40 clock hours of planned in-service training annually.

Licensing Rule 67:42:07:04. Orientation and in-service training. The facility must have written plans for orientation and in-service training. Each direct child care staff member shall participate in the in-service training. The written plan for in-service training must provide for training in the following areas for staff during the first year of employment:

- (1) Administrative procedures and overall program goals;
- (2) Understanding children's emotional needs and problems that affect and inhibit their growth;
- (3) Family relationships and the impact of separation;
- (4) Substance abuse, its recognition, prevention, and treatment;
- (5) Identification and reporting of child abuse and neglect;
- (6) Principles and practices of child care;**
- (7) Behavior management techniques;**
- (8) Use of seclusion and personal restraint, if used by the facility;
- (9) Emergency and safety procedures; and**
- (10) Cultural sensitivity.

Staff must receive training to become certified in basic first aid and cardiopulmonary resuscitation and must maintain certification throughout employment.

For staff beyond the first year of employment, the plan must provide for competency-based training based on an annual evaluation of the staff member's competencies.

Issue Identified:

Black Hills Children's Home has policies and procedures in place that comply with the required orientation and in-service training for all staff. Although staff have received the required training, it is critical for staff to be able to demonstrate what they have learned in all required training areas. When concerns arise about the abilities of staff to effectively carry out the duties assigned to them, actions to remediate the concerns must be taken, those actions must be clearly documented in the staff's personnel file and how monitoring of the staff's performance will occur, and the results of the monitoring must be documented. All training areas are essential for staff, but the corrective action plan must address the highlighted areas of training above (#6, #7 and #9).

Date follow up needed: 30 Days

Corrective Action Plan (Attach documents as needed):

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Date Submitted: ██████████

Date Corrective Action Plan Accepted: ██████████

Date Corrective Action Plan Implemented: ██████████

Date of Monitoring Activities: ██████████

Date Corrective Action Plan Successfully Implemented: ██████████